

A Family Readiness Group News/Information Letter can be a key information and readiness tool for the unit:

1. May range in length from one page to eight pages (printed on the front and back).
2. Must be of such quality that it provides a positive image of the unit, the unit's Family Readiness Program, and the California National Guard.
3. Must be made available to all Guard members' family members and others who are significant in their lives. The letter may be sent as part of the monthly unit letter to all members; however, family members/significant others who wish the letter mailed directly to them should be afforded that opportunity.

The following constitutes an official unit Family Readiness Group News/Information Letter:

1. Important unit information
 - a. Dates of upcoming training
 - b. Emergency phone numbers during the training
 - c. Awards, promotion, other recognition of unit personnel or family members
 - d. Unit history and key missions (unclassified) information
 - e. Name and contact information for the unit Family Readiness Group coordinator and the assigned Military POC for Family Readiness.
 - e. Other information determined by the commander to be important to unit families.
2. Readiness information
 - a. Upcoming Family Readiness Group Meetings.
 - b. Benefits and entitlements information
 - c. DEERS pre-enrollment/ID card information and POCs
 - d. Deployment issues
 - e. Military and community resources
3. Wellness information
 - a. News on essential health and wellness topics.
 - b. Articles on issues that will assist in the Guard Families growth (e.g. parenting skills, stress and conflict management, youth issues.)
 - c. Birth announcements, birthday and anniversary greetings (this should be a very small section of the newsletter).

Items not to be included in a unit Family Readiness News/Information letter:

1. Recipes
2. Specific (name/address/phone) or soldiers/airmen who will be away from home during a deployment or extended military course.

Enclosure



DEPARTMENT OF THE ARMY
HEADQUARTERS, CALIFORNIA ARMY NATIONAL GUARD
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SACRAMENTO, CALIFORNIA 95826-9101

CAJS-DA

31 October 2001

MEMORANDUM FOR Commander, 40th Infantry Division (Mechanized)

SUBJECT: Family Readiness Group Newsletter Guidelines

1. The enclosed Family Readiness Group (FRG) Newsletter Guideline is provided for further distribution to your subordinate commands.
2. Individual unit commanders are advised the FRG Newsletter (as outlined in this enclosure) is considered "Official" and is authorized unit support to include paper, envelopes and postage. Units without postage machines are to requisition stamps in the established procedure. Units with postage machines are to run the envelopes through the meters. Paper and envelopes are to be obtained through the normal federal supply channels.
3. Questions may be directed to Mr. Steven Read, Chief, Operation Ready Families Program California National Guard, (800) 449-9662, CAGNET 63252, (916) 854-3252, email: steve.read@js.ca.ngb.army.mil. Additional information will be posted on the Family Readiness web page: <http://www.calguard.ca.gov/readyfamilies>.

FOR THE ADJUTANT GENERAL:

Encl
as

A handwritten signature in cursive script, reading "Richard E. Beardsley".

RICHARD E. BEARDSLEY
COL, GS, CA ARNG
Director of Administration